

January 2016

SCRC President ~ Role & Responsibilities

The President shall be the principal executive officer of the organization and shall in general manage, direct and control the activities and business affairs of the organization. He or she shall preside at all meetings of the Members. The President may sign with any other proper office of the organization any contracts, leases, or other instruments with which the Board of Directors has authorized to be executed. The president has final review and approval of all communications and is responsible to transition newly elected officers.

* Set/propose meeting dates and locations for the yearly board meetings
* Work closely with Secretary to create, propose and circulate agendas to all board members regarding board meetings in advance of meeting dates.
* Preside over all regular board, special and strategic planning meetings
* Attend and contribute (where asked by chairperson) to all SCRC Committee Planning Meetings.
* Preside over all SCRC Membership Meetings
* Notify SCRC Board Members of all issues requiring a vote
* Select nominating committee’s for executive board members and SCRC board members for the upcoming term.
* Make sure SCRC Board is in compliance with Bylaws
* Direct the actions of the other SCRC Board Members as needed
* Seek the resignations of non-participating SCRC Board Members
* Sign SCRC checks, when Treasurer is absent or unable to do so.